

Account Code. The Budget & Reporting code (see definition below).

Active Course. A course that is available for scheduling.

Agency. Any Department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

Allotment Symbol. A 6-digit symbol used to identify the allottee, fiscal year funds provided, appropriation code, and type of funding.

Application Server. CHRIS connects users to the web server that is responsible for providing definitions, business logic, screen format, etc

Appropriation Code. An account established in the Department of the Treasury to record amounts available for obligations and outlay. The first two positions provide agency identification (89). The third, or the third and fourth, positions indicate the duration of availability of funds, and the last four positions are the account description.

Approving Official. Federal employee (generally first- or second-line supervisor) to whom authority has been delegated to approve training assignments.

Arrowhead. A choice prompt button for a drop down menu list (with some description offered)

Arrow. A choice prompt button for an edit box (with little description available).

Attendance (formally Student Status). The status type you select on course session enrollment and student registration dictates the letter to be sent and the current status of the employee's training. ADD # NEW DEFIN

- *Approved by Manager* – Request to attend training has been signed by Approving Official.
- *Authorized by Training* – Request to attend training has been signed by Authorizing Official.
- *Cancel Request for Training* – Training is cancelled by the employee or the approving official when unforeseen circumstances prohibit attendance to the session. It is selected before the start date of the course regardless of whether the current status is “approved,” “authorized,” “enrolled,” or “waitlisted.”
- *Cancel Request for Training (with Payment Required)* – Training is cancelled by the employee or the approving official when unforeseen circumstances prohibit attendance to the session. It is selected before the start date of the course regardless of whether the current status is "approved," "authorized," "enrolled," or "waitlisted" when payment is required. For example, payment may be required when cancellation occurs after the deadline.
- *Cancelled Session* – When a course session has been cancelled either by the vendor or by the training office due to low enrollment, inclement weather, etc.

- *Completed* – Course has been completed as per stated requirements and is indicated by an accepted proof of successful completion, i.e., course roster, certificate, completed Training Evaluation Form.
- *Course Waitlist* – A list of employees waiting the scheduling of a session. When an employee needs to take a particular course, but has not selected a session, that employee will be added to the course waitlist.
- *Denied by Manager* – Requested training has been denied by the Approving Official.
- *Denied by Training* – Requested training has been denied by the Authorizing Official.
- *Enrolled* – This is used when all approvals and authorizations for training have been received and an employee has been placed in the course session.
- *Incomplete or Dropped* – When an employee fails to complete an enrolled session or drops the course session before it begins.
- *Incomplete or Dropped (with Payment Required)* – When an employee fails to complete an enrolled session or drops the course session before it begins and payment is required.
- *No Show* – When an employee fails to attend an enrolled session and fails to notify the training staff.
- *No Show (with Payment Required)* – When an employee fails to attend an enrolled session and fails to notify the training staff and payment is required.
- *Request* – When an employee has completed the SF-182 to request attendance in a course session.
- *Session Waitlist* – A list of employees awaiting space availability in a course session. When an employee has selected a particular session and the session is currently full, that employee will be added to a session waitlist.

Authorizing Official. Federal employee (generally a training staff member) to whom authority is delegated to ensure that requested training/educational courses (costed and non-costed) and expenses meet Federal guidelines and directives, and that sufficient funds are available.

Auto Numbering. A function that automatically generates a unique identifier for an entry in a table. In Training Administration, the following are auto numbered: Course Code, Course Session Code, Equipment/Materials, Vendor ID, Training Facility Code, and Non-Employee ID.

Budget & Reporting Code. (referred to as Account Code in CHRIS). A coding structure that parallels DOE's activities and programs. This structure is used for the formulation of the budget; the reporting of obligations, costs, and revenues; and the controlling and measuring of actual versus budgeted performance.

Business Rules. Corporate policies and procedures that define the flow of work and information processing.

CHRIS. The U.S. Department of Energy's Corporate Human Resource Information System which includes the Training Administration function.

Client. A web browser.

Compliance Training. Training that is required by applicable DOE directive, Federal, or state statutes and regulations, and/or DOE contractual requirements.

Cost Center. A 4-digit code used in the DOE Accounting System (DISCAS).

Costed Training. Training that incurs direct costs (see definition for Direct Cost).

Crystal Reports. An ad hoc report formatting tool used in conjunction with CHRIS queries.

Database. A collection of data organized for rapid search and retrieval.

Database Server. The machine that hosts the database.

Default. A standard value that populates a field unless another value is entered.

Dialog Box. A small window/box on the computer screen which prompts for data.

Direct Cost. Specific expenses directly related to the requested training. There are two types of direct costs: those associated with an individual (i.e., tuition, books, parking) and those associated with the session (i.e., facility, equipment, vendor).

Directed Training. Training, other than compliance training, that is deemed to be required by DOE management.

Educational Courses. Courses provided by accredited colleges and/or universities (graduate and undergraduate).

Employee Self Service. A Web browser-accessed application where employees can view information, verify and update their data, and request certain actions.

Error Message. A short message used in identifying what specific requirements were not met in order for an action to be processed.

External Course. Any course that does not fit the definition of internal course.

Field. A data element on a page.

Financial Plan Symbol. A 2-digit symbol used to identify the organization providing funding.

Fund Type. A 2-digit symbol used to identify appropriation accounts. Multiple fund types may exist for one appropriation. A list of fund types is published in the MARS/SGL chart of accounts and related codes.

Inactive Course. A course that is not available for scheduling sessions. (This status could be used while a course is being rewritten/updated.)

Indirect Costs. Expenses not directly related to participation in the training (i.e., travel).

Internal Course. DOE-developed and delivered course or DOE controls two of the following three factors:

1. content
2. instructor
3. site

(In lay terms, “DOE owns it.”)

Key. One or more fields in a table that uniquely define a record.

Module. A group of functions relating to a specific business unit within CHRIS (i.e., Human Resources, Payroll, Training Administration, etc.).

Non-cost Training. Training that incurs no direct cost.

Operator ID. A unique identifier for each user of the CHRIS system.

PeopleSoft. The company that provides the software (PeopleTools) utilized by DOE to automate their business processes in a corporate manner.

Purchase Order Number. A unique number assigned to each purchase made by the Department.

Query. A process to extract precise data from the system tables.

Roles. A component of CHRIS's workflow functionality. A role is a class of users who perform the same type of work, such as clerks or managers.

Roster. A session sign-in sheet used to certify that participants met the attendance requirements.

Routings. A component of CHRIS's workflow functionality. Routings are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes – i.e., e-mail, electronic form, or worklist entry.

Row. A horizontal line of information in a table; also referred to as a record.

Rules. A component of CHRIS's workflow functionality. Rules determine what activities are required to process your business data.

Server. Any computer that performs tasks based on a request from a remote client.

Standard Form (SF). A standardized form for interagency use by the Federal government. The SF prefix is the most common, but not exclusive, in usage.

Standard Form 182 (SF-182). Request, Authorization, Agreement and Certification of Training. Used to register, enroll, authorize, fund, and certify a training instance.

Student Status. See attendance.

Tables. A structure in a database made up of rows (horizontal) and columns (vertical) very much like the layout of a spreadsheet. Columns are the fields you see in pages as you work in CHRIS applications, and rows contain the entries you make in each field.

Training. A structured and documented activity supporting the agency's mission that is:
a) intended to develop, maintain, or improve workforce performance and individuals' knowledge, skills, or b) required by applicable DOE directives, Federal, and state statutes and regulations or contractual requirements.

Training Certificate. An official document that provides proof of successful completion of training.

Training Evaluation Form. Used by Federal personnel to evaluate training and may be used as documentation that the training was successfully completed.

Web Server. A computer that responds to requests from clients and provides the clients with the requested document and its contents.

Workflow. A feature of CHRIS that automatically links the business processes.